

Form - 10A / (Part-I)
(For all Officers other than Group -D)

Form of application for Final Payment of balance (₹ _____) in the Provident Fund Account.

To
The Principal Accountant General (A&E), West Bengal,

(Through the Head of the Office)

I am due to retire / have retired / have proceeded on leave preparatory to retirement for _____ months / have been discharged / dismissed / have resigned finally from Government Service and my resignation has been accepted with effect from _____ forenoon / afternoon.

2. My Provident Fund Account No. is _____.

The designation and address (with PIN) of the D.D.O. under whom I served last is

and the name and address of the accredited treasury is _____

Yours faithfully,

(S I G N A T U R E)

Name : _____

Date : Office Address : _____

Permanent Home Address : _____

Contd....P/2

Form – 10A / (Part-II)
(For use by the Head of the Office)

Forwarded to the Pr. Accountant General (A&E), W.B., for necessary action.

1. The Provident Fund A/C No. of Shri/Smt./Kumari : _____
_____ (as verified from the Statement furnished to
him/her from year to year) is _____
2. He / She has finally retired / will retire / has proceeded on leave preparatory
to retirement for _____ months / has been discharged / dismissed /
has resigned finally from Govt. Service and his / her resignation has been
accepted with effect from _____ forenoon / afternoon.
3. The last fund deduction was made from his / her pay in this office Bill No.
_____ dated _____ for ₹ _____ (Rupees _____
_____) cash Voucher No. _____ of Treasury,
the amount of deduction being ₹ _____ and recovery on account of
refund of advance ₹ _____
4. Certified that he / she was sanctioned / not sanctioned any refundable
advance(s) from his / her Provident Fund Account during the 12 months
immediately preceding the date of his / her quitting service / proceeding on
leave preparatory to retirement or thereafter.

Amount of Advance

G.O. No. and Date

Token No. and Date

- 1)
- 2)
- 3)
- 4)

Certified that he / she was sanctioned / not sanctioned part final
withdrawal from his / her Provident Fund A/C. during the 12 months
immediately preceding the date of his / her quitting service / proceeding on
leave preparatory to retirement or thereafter.

Amount of withdrawal

G.O. No. and Date

Token No. and Date

- 1)
- 2)
- 3)
- 4)

- *5. It is certified that no demand / following demand(s) of Government is / are due to recovery from the incumbent.
6. It is certified that he / she has not resigned Government Service to take up appointment in another Department of the State government or other State Governments or Central Government or under a body corporate owned or controlled by Government.
7. Certified that he / she was sanctioned / not sanctioned one time withdrawal within 90% of his / her G.P.F. balance within 12 months immediately preceding the date of his / her retirement on superannuation in terms of Finance Department's Memo No. 11830-F, dated 05.11.1993, the detail of which has been mentioned below.

Amount of withdrawal

G.O. No. and Date

Token No. and Date

(Signature of the Head of the Office / Department)

* Certificate to be furnished in the case of contributory Provident Fund only.